



Admission Application

Mark (X) the degree program you wish to enter.
Master of Business Administration (MBA)

- MBA - General
- MBA - Healthcare Management specialization
- MBA - Operations Management specialization

Graduate Studies

I. BASIC INFORMATION (Please Print or Type)

Name: _____
Last First Middle

Maiden Name: _____ Social Security no. _____

Gender: Male Female Date of Birth (mm/dd/yyyy): _____

Current Address: Street: _____

City, State, ZIP: _____

County: _____ Daytime Tel: _____

Email: _____ Evening Tel: _____

Country of Citizenship: _____

Please indicate if you have been convicted of a crime: No Yes (If yes, please provide details.)

Term Applied for:

- Fall A (Aug) 20_____
- Spring B (Mar) 20_____
- Fall B (Oct) 20_____
- Summer A (May) 20_____
- Spring A (Jan) 20_____
- Summer B (July) 20_____

II. EDUCATIONAL HISTORY

List all undergraduate and graduate (if any) institutions you have attended, starting with the most recent.

Institution*	Dates Attended	Major	Degree	Overall GPA
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*Official transcripts are required from every institution you have attended for full university admission.

Name of Applicant: _____

Do you think your past academic record is a reasonably fair indication of your present ability to pursue graduate study? Yes ____ No ____ (If “no” please explain below.)

III. WORK HISTORY

List current and other recent work experience you have had, especially that relevant to your proposed graduate program. List current or most recent employer first.

Employer	Position	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IV. OTHER BACKGROUND INFORMATION

List other information such as awards, volunteer activities, special experiences or skills that may be relevant to evaluating your application.

V. REFERENCES

List the names, positions and addresses of three persons from whom you have requested letters of reference in support of your application. You will find forms for this purpose later in the application.

Name	Position/Organization	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: At least one of the three letters of reference must be from a supervisor or an individual familiar with your professional experience. If you have been out of school for some time so that letters from former professors are inappropriate or difficult to obtain, then letters may be obtained from persons such as work supervisors or colleagues.

Name of Applicant: _____

VI. INTERNATIONAL STUDENTS ONLY

Students who are not citizens of the United States, in addition to submitting other materials called for in this application, please be sure to submit the following:

1. Score from TOEFL, IELTS, or STEP (for Japanese applicants). {Applicants who are citizens of non-English speaking countries are required to provide proof of English proficiency as one criterion for admission. This can be accomplished by submitting official scores of any of one of these tests.}
2. Certified credential evaluation required for college or university where the transcript and language of instruction is not English. (For example: World Education Services (WES) or comparable recognized credential evaluation company.)

VII. STATEMENT OF INTENTIONS

On a separate sheet of paper, please provide a brief description of your reasons for pursuing graduate study, what you expect to gain from the program and any special background factors which you think will help your studies. Please limit yourself to one page. Please attach to the statement, your resume and a copy of your business card.

VIII. ETHNIC BACKGROUND (RESPONSE VOLUNTARY)

The United States Office of Civil Rights, under Title VI, requests the following information from higher education institutions. The information is **confidential**. Please check the appropriate item.

Are you Hispanic or Latino? Yes No

Check one or more of the following groups in which you consider yourself to be a member:

- American Indian or Alaskan Native
- Native Hawaiian or other Pacific Islander
- Asian
- Black or African American
- White

FOR GRADUATE OFFICE USE ONLY

Name of Applicant: _____

Royal ID: R _____

Departmental Recommendation:

Regular Admission

Probationary Admission

Requirements:

◆ Must maintain cumulative GPA of 3.0 in first 9 credits of cornerstone and core course work.

◆ MBA 501A	501B	501C	MBA 502A	502B	502C
MBA 503A	503B	503C	MBA 504A	504B	504C

Must maintain a grade of C or better in each course.

Provisional Admission

Required courses:

◆ MBA 501A	501B	501C
◆ MBA 502A	502B	502C
◆ MBA 503A	503B	503C
◆ MBA 504A	504B	504C

Admission Denied

Reason: _____

Departmental Signatures:

Chair/Program Director

Date

Mentor (optional)

Date

Dean's Action:

Initial and date

Initial Term: _____

Mentor _____